Back Yourself

Your 7 step plan to build confidence and achieve your career goals

Nicola Semple
THE CAREER CONFIDENCE COACH

1 Know Your Goals

Know what you want. It sounds simple, right? I have had countless conversations with potential clients who do not know what they want from their careers.

They have either been blindly climbing the career ladder within their organisation or have been so busy juggling life and family that they have lost track of what is important to them.

If you are going to back yourself and wholeheartedly go after your career goals, you need to know what those goals are.

- **What do you want from your career over the next 3-5 years?**
- **How do you want to spend your time?** e.g. type of work, industry, amount of travel, size of team.
- **Where do you want to work?** e.g. country, city, office vs home vs hybrid.
- **How much do you need to earn vs how much do you want to earn?** There is a distinction here, there will be an amount you require to put a roof over your head and food on the table. There will be a different amount that you aspire to earn to give you the lifestyle that you want.

Using the answers to these questions, you can then define what you want from your career and set yourself some career goals.

2 Believe What You Want is Possible

To believe what you want is possible, you first need to know that it is achievable.

- **Sense check that the goals you have written down are achievable** e.g. if your current salary is £60k a year and your goal is to earn £100k working 0.5 days a week, it's time to have a reality check.

Now that you know your goals are achievable it is time to find evidence that what you want is possible:

- **Identify examples of people who are already achieving the goals you have set for yourself.**

- Think about more senior people within your current organisation or organisations that you have worked for previously. **Who is already doing what you want to do?** This gives you evidence that what you want for yourself is possible.

- In the unlikely event that you can't find evidence of people already doing what you want to do, run your goals through the sense check again. **Are those goals achievable?**

- If you still believe they are achievable, then review your past experience. **When have you achieved the goals you set for yourself?**

- **What do you need to put in place to make it possible to achieve your goals again?**

3 Understand the Stories You Tell Yourself

Generally, the biggest barrier to my clients achieving their career goals is **THEMSELVES.**

Over the years they have developed beliefs that hold them back. These beliefs are not true. They are stories that they play out in their head when they encounter situations and trigger events.

We all have our own beliefs that hold us back, however, we can take back our power by recognising when we allow this pattern of thought to take over.

- **What stories do you tell yourself that hold you back from achieving your career goals?**
- **What triggers occur that send you into a spiral of believing that these stories are true?**
- **When you allow these stories to take hold, what do you think and feel? How do you then behave?**

4 Decide What You Want to Believe Instead

Once you understand the stories that hold you back, you can decide what you want to believe instead. I appreciate this sounds overly-simplistic but it works.

Many years ago, I went to see Benjamin Zander, the conductor of the Boston Symphony Orchestra talk about building self-belief within his musicians. He said **'it's all made up'.** All the stories we tell ourselves and the beliefs we hold have been constructed in our heads at a point in time.

Since we have made up these stories ourselves, we also have the power to decide to believe something different. We get to rewrite the story.

- **What story do you want to rewrite?**
- **What do you want to believe about yourself in relation to achieving your career goals?**
- **What do you want others to believe about you that will help you to achieve your career goals?**
- **What action can you take today to move you one step closer to being the person who can achieve the goals you have set for yourself?**

5 Identify What Needs To Change

What got you to where you are will not get you to where you want to go. You will need to make, potentially significant, changes to fully back yourself.

Take time to consider:

- **Who** do you need to spend more time with to reinforce your confidence and remind you that you can achieve your goals?
- **Where** do you need to spend more time to allow you to achieve your career goals?
- **What** current behaviours need to change to allow you to fully back yourself? e.g. playing down your achievements, putting other peoples needs before your own.
- **What skills** do you need to acquire or uplevel to allow you to achieve your career goals?
- **What do you need** to believe that will allow you to take the action required to achieve your career goals?
- **Who do you need to be** and what identity do you need to step into that will allow you to achieve your career goals?

6 Take Consistent Action To Get What You Want

To truly back yourself, you need to do more than set meaningful career goals and identify what you need to do to achieve those career goals. Y**ou need to take action.**

Not just once, but consistently. Day in and day out, you need to do what needs to be done to take you closer to achieving your goals.

You may only take tiny steps. With my clients, **I often talk about the 1% nudge**. You might not feel like you are progressing but even if you are nudging yourself forward by 1%, that is OK. The next action that you take will nudge you forward by another 1% and so on.

Taking action is the difficult bit. It can feel excruciating at times. You are doing the work but you can't see the results of that work. You want things to move faster than they are.

Often you are reliant on other people making decisions or providing support. Their priorities are different and are not aligned with your timelines. It's frustrating.

However, you need to keep going. The more action you take, the more results that you get. The more results that you get the more evidence that you have that what you want for yourself is possible.

In the inimitable words of Dory in Finding Nemo, **"just keep swimming".**

7 Acknowledge Your Achievements and Reflect

It is important to take action and “just keep swimming”, however, be sure to take some breaks to acknowledge your achievement and understand how far you have come.

Also, take the opportunity to reflect on what you have learned from the experience.

- **Where are you now compared to 3/6/12 months ago?**
- **What have you achieved that has taken you closer to your career goals?**
- **What has gone incredibly well that you want to replicate in the future?**
- **What hasn’t gone so well that you can learn from and use to develop a different approach for the future?**
- **Are your career goals still the right goals for you or do you need to reorientate?**
- **Knowing what you know now, do you need to adjust your career goals?**

Lather, Rinse, Repeat...

- Keep checking in with yourself about what you want from your career.
- Run those sense checks and look for the role models so that you can believe what you want is possible.
- Keep your eyes and ears open to the stories that you tell yourself that are holding you back.
- With the awareness of the stories you tell yourself, decide what you want to believe instead.
- Understand what you need to change to be able to achieve your goals.
- Take consistent action, every single day to help you get closer to what you want.
- Give yourself credit for the action that you have taken and the goals you have been able to achieve.
- Review and reflect that you are still on the path that you want to be on.
- Adjust course accordingly.

About Nicola Semple

Hello! I'm Nicola, a Career and Confidence Coach, and host of The Career Confidence Podcast. I help my clients to build their confidence and achieve their career goals.

The theme of my 20 year + career has been transformation. In my role as a Business Change Consultant at Accenture, KPMG and Ernst and Young I led organisational transformation programmes. Now with my coaching work, I support clients through their own personal transformation

When I work with clients I draw upon my extensive training and coaching qualifications. I am accredited by the International Coaching Federation, a Certified Mindset Coach including NLP, Timeline Therapy, Hypnosis and a Professional Mindfulness Practitioner. I also hold Level A and B accreditation with the British Psychological Society.

My approach to coaching is based on 3Cs:

Clarity: I help my clients to start with the end in mind. We create a tailored plan to get them from where they are to where they want to be.

Courage: I support my clients to challenge the beliefs, habits and behaviours that have been holding them back.

Compassion: My clients will hit bumps in the road. I encourage them to be kind to themselves and learn from the bumps.

Get in touch to discuss how I can support you to achieve your career goals:

ARRANGE A TIME TO TALK

https://nicolasemple.com/chat

E-MAIL ADDRESS

nicola@nicolasemple.com

WEBSITE

https://nicolasemple.com

https://linkedin.com/in/iamnicolasemple